



## CK 1400

## HUMAN RESOURCES MANAGEMENT PROCEDURES FOR PUBLIC & PRIVATE ORGANIZATIONS

### SOME TOPICS TO BE COVERED

- ✓ Job Description Customization Procedures
- ✓ Practical Collective Bargaining Procedures
- ✓ Roles and Functions of the HR Department
- ✓ Responsibilities of the Human Resources Manager
- ✓ Recruitment and Selection Procedures
- ✓ The Purpose of Performance Reviews Procedures
- ✓ The Purpose of the Job Analysis Procedures
- ✓ Human Resources Strategic Role and Procedures
- ✓ Benefits and Compensation Procedures
- ✓ Impact of Workforce Diversity Implementation
- ✓ The Internal Structure of an HR Department
- ✓ Human Resources Manpower Audit Procedures
- ✓ Human Resources Strategic Plan and Innovation
- ✓ Customizable Employee Handbook Procedures
- ✓ Health and Safety Policies and Procedures
- ✓ Disaster-Preparedness Management Procedures
- ✓ Human Resources Software - Features and Functions
- ✓ Documenting Employee Disciplinary Procedures
- ✓ New Employee Orientation Program Procedures
- ✓ Performance Review Customization Procedures
- ✓ Disciplinary Procedures Without Repercussions
- ✓ Employment Termination Procedures
- ✓ Conflict Resolution Procedures

**Note: For More Additional Training Courses, Please Visit :** [www.cohenandklein.com](http://www.cohenandklein.com)

